

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF RAIL AND TRANSIT**

CONFERENCE REPORT

DATE OF MEETING: February 14, 2013

LOCATION OF MEETING: NHDOT Room 114

PARTICIPANTS:

Scott Bogle, Rockingham Planning Commission
Nik Coates, Central NH Planning Commission
Steve Dubois, NHDOT Planning and Community Assistance
Regina Flynn, NH Department of Health and Human Services
Sherry Godlewski, NH Department of Environmental Services
Tom Jameson, NHDOT Planning and Community Assistance
Terry Johnson, Healthy Eating Active Living NH
Grant Klene, NH Department of Resources and Economic Development
Jeff Latimer, Gus' Bike Shop
Erik Paddleford, NHDOT Rail and Transit
Mark Samsel, NH Rail Trail Coalition
Rick Taintor, City of Portsmouth Planning Department
Dave Topham, Bike-Walk Alliance of NH

SUBJECT: Bicycle and Pedestrian Transportation Advisory Committee (BPTAC)

NOTES ON MEETING:

The meeting started at approximately 1 pm. Members introduced themselves and gave some background on themselves and how a bicycle and pedestrian committee fits into their work.

The functions of the chair and vice chair of the Committee were discussed; the main functions are to serve as the committee's spokesperson, run BPTAC meetings, work with the Department on membership issues as needed, develop letters and notices as appropriate, and participate in administrative support activities on behalf of the Committee. It was discussed that a chair and vice chair would be elected at the end of the meeting.

A discussion of developing bylaws and a mission statement took place, with the group not wanting to "reinvent the wheel". Discussion of looking at what other states have used for a mission statement and bylaws was proposed. Nik Coates indicated that he is working on bylaws for another group, which could be used as a starting point. Research into bylaws will be conducted prior to the next meeting in hopes of having something to present to members for their consideration and review. Once the group comes to a consensus on a mission statement and

bylaws, the committee discussed that those items should be brought forth to the Commissioner for approval. It was felt that getting approval of the bylaws and mission statement, essentially the framework under which the committee will operate, would be beneficial for both the Department and the committee. The Department will know how the group proposes to operate and the committee will understand that the Department approves of how it plans to function.

It was suggested that the group list out what sub-committee members the committee felt would be a good fit for project-subcommittees. This item will be covered during the next meeting.

The project priority survey that was sent out prior to the meeting was discussed. Discussion centered on the number 1 priority item in the survey, development of a bicycle and pedestrian plan. The development of such a plan could be used as a framework for the committee. Some research into other States' plans was most likely done and a review of this research may help to determine what the committee would want out of a new plan. Additional research would need to be completed to determine how much such a plan would cost and what should be included in the plan. It was also indicated that having a bicycle plan updated within the last 5 years is one of the key items in the League of American Cyclists Bicycle Friendly State Ranking. The State's current ranking is 22, a new plan would potentially increase the State's bicycle friendly ranking.

The committee felt the project priority ranking list should be broken down and categorized further to help the committee consolidate the list down into potential projects for sub-committees. Some of the criteria discussed were: How feasible is the project (Who can do it? Is there funding? What's the cost?), What's the type of project (policy, outreach, data collection, administrative, other), How long will the project likely take? (short term, mid term, long term).

A comprehensive tourism marketing program with a bicycle focus was also mentioned as a plan that would be worth conducting when funding allowed.

Determining problem areas within the State for cyclists and pedestrians was mentioned, as was an easy way for users to identify these areas. Websites such as "seeclifix.com" and "bikewise.org" could be used to track these problem areas.

Tom Jameson gave an overview of active TE (Transportation Enhancement) and CMAQ (Congestion Mitigation Air Quality) projects and funding going to the new MAP-21 (Moving Ahead for Progress in the 21st Century Act). Tom mentioned that during the next round of funding, it would be good to have this committee take a look at project applications to help determine which projects should receive funding. Currently, it isn't known when the next funding round will be.

The committee elected Nik Coates and Mark Samsel to the Chair and Vice Chair positions, respectively. Action items for the next meeting were discussed which included:

- Create a new project ranking spreadsheet broken down into categories
- Draft a mission statement and bylaws
- Review the Vorhees report

- Think of possible sub-committee members
- Bring to the next meeting any documents from your organization that relate to bike / ped

The next meeting date and time was discussed and members felt it would be better to have the meeting in one month since we are just getting up and running.